



## **Project Management Assistant**

**Job Code: 0560**

Originated: 03/2006

Salary Grade: 2147

FLSA: Non-Exempt

Revised:

EEO Code: 21

Supervisory: No

HR Ordinance Status: Classified

### **CLASS SUMMARY**

The fundamental reason this position exists is to perform para-professional administrative and research work, including assistance in cost analysis duties to assist and provide support to Project Managers involved in the coordination and implementation of the various development, redevelopment or capital improvement projects, in the Capital Projects Management Division of the Public Works Department.

### **DISTINGUISHING CHARACTERISTICS**

This classification is not supervisory. Work is performed under direct supervision of a Project Manager or Senior Project Manager.

### **ESSENTIAL FUNCTIONS**

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:*

- Performs paraprofessional duties in support of professional staff involving cost analysis, funding verification, accounting tasks, budget impact information and data support on projects in the Capital Improvement Plan.
- Assists in reviewing, analyzing and processing proposed Capital Improvement Program projects expenditure requests, including contract amendments and change orders, consultant contracts, and City Council approved contracts, including confirming funding availability.
- Assists with the review and approval of contract payables for capital improvement projects.
- Assists with the management and tracking of CIP budgets and project expenditures, provides funding, budget and expenditure reporting analysis to project managers regarding CIP funds availability.
- Assembles and reviews City Council agenda items for sufficiency, and obtains required approvals prior submission to Clerk's Office.
- Organizes and maintains records, files, maps and plans manually and on the computer.
- Interacts with representatives of other city departments involved in a particular program or projects.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

- Receives, prepares and completes various forms, reports, correspondence, contracts, grant documents, purchase orders, billing documents, presentations or other documents.
- Conducts a variety of technical studies for various reports, operational analysis, cost-benefit analysis and impact, feasibility impact, and rate studies as they relate to a specific program area or project.
- Composes, revises and edits a variety of routine-to-difficult correspondence, reports, and informational materials: from rough notes, drafts, dictation and/or brief oral instructions, types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, contracts, agreements, technical charts, and tables and other specialized and technical materials ranging from routine to complex; proofreads and checks typed and other materials for accuracy and completeness and for compliance with policies and regulations.
- Acts as a database administrator for various computerized systems; analyzes data, tracks essential data, integrates information into reports.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

Knowledge of:

Principles of cost accounting and municipal budgeting procedures;

Basic customer service skills

Principles and practices of sound business communications;

Ability to:

Operate a variety of standard office equipment, including a personal computer, that requires continuous repetitive eye and arm or hand movements;

Establish and maintain effective working relationships with co-workers, supervisors, contractors, and the general public;

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar;

### **Education and Experience**

Any combination of education and experience equivalent to one year of recent experience in para-professional engineering and project support.

### **Licensing and Other Requirements**

Operate a motor vehicle requiring a valid standard Arizona driver's license with no major driving citations in the last 39 months.

## **SUPERVISION RECEIVED AND EXERCISED**

Directly supervised by a Project Manager or Senior Project Manager.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Operates a variety of standard office equipment, which requires continuous and repetitive eye, arm or hand movements.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*